



# Code of Conduct

# Foreword

---

- As members of the NZCF we are individually and collectively responsible for how we conduct ourselves.
- We are regularly in the public eye within our communities. At these times we represent not only the NZCF but, in many cases, we are also seen as representatives of the NZDF. How we carry ourselves, what we say and what we do are scrutinised continuously, even when we think no one is watching. As such, how we go about our business is sometimes just as important as the outcomes we achieve.
- All of us in the NZCF, wherever we are, are also entitled to expect a certain level of behaviour from others in our organisation. Our values of Courage, Commitment, Comradeship and Integrity(3CI) are more than just words. They form the fundamental foundation of why we are here and dictate the necessary high standards and expectations of our organisation.
- No Code can detail every behaviour expected of us. However, the NZCF Code of Conduct does provide an easy tool for interpreting, understanding and applying our 3CI values day to day. It serves as the guiding document that provides common standards of agreed behaviour for us all. It shapes our judgement, choices and actions, regardless of our role, and it holds us accountable for those decisions. It guides me as the Commandant, and it guides you, whatever rank or position you may hold.
- I am proud of the part our organisation plays in developing young New Zealanders. I am equally proud to work with you, the Officers, NCOs and cadets of the NZCF, who are committed to upholding the values and high standards of conduct New Zealand expects from us, and we expect from each other.



**BP CREEDY**  
Wing Commander  
Commandant NZCF



# Introduction

## WHO DOES IT APPLY TO AND WHEN?

This Code applies to anyone who is engaged by New Zealand Cadet Forces, regardless of the position or rank held. This includes supplementary staff who are permanent, temporary or casual within an NZCF unit, volunteers and any other groups or individuals we have advised this Code applies to.

This Code also applies to what we do outside of the NZCF environment where our actions may bring NZCF or NZDF into disrepute or may damage the trust and confidence that the NZCF or NZDF has in us.

## HOW CAN WE BE SURE OUR CONDUCT COMPLIES WITH THE CODE AND POLICIES?

The Code provides general guidance and minimum expectations of the behaviour NZCF expects from us. No code or policy can cover every situation, so we need to consider our values, apply our common sense and act with self-respect, and consider the reputation of NZCF and NZDF in our decision making.

The individual circumstances of each situation will determine how the misconduct is treated. These examples are intended as guidance only. They are not an exhaustive list of breaches of the Code of Conduct. Please use the **SELF** test to guide your decision making, or if you need further clarity talk to your Cadet Unit Commander or Area Support Officer before you take a course of action you think may fall outside the guidance outlined in this Code.

## IF IN DOUBT, IT MAY HELP TO CONSIDER THE **SELF** TEST QUESTIONS:

**SCRUTINY** - would your decision or behaviour withstand scrutiny and be seen as appropriate by others?

**ENSURE COMPLIANCE** - does your decision or behaviour comply with the Code and other NZCF policy, Cadet Force Orders and procedural expectations?

**LAWFUL** - is your decision or behaviour lawful?

**FAIR** - is your decision or behaviour fair and reasonable?



NZCF prides itself in being one of the most trusted youth organisations in New Zealand. By being consistently honest and ethical, and applying **SELF** to our behaviour and decision making, we help bring our vision and values to life.

# Reputation and Safety

---

## OUR REPUTATION

We act professionally, exercise good judgement and are accountable for our behaviour. We must not do anything that may bring the NZCF's into disrepute. We consider the impact of our behaviour on the NZCF and NZDF at all times, including online or in social media, and outside of the NZCF environment. We protect the NZCF's integrity and reputation by speaking up about any inappropriate behaviour we see and hear. By addressing inappropriate behaviour either directly or through our command chain, we make the NZCF a safer and happier environment.



## OUR INFLUENCE AND CONFLICTS OF INTEREST

A conflict of interest is a situation where our personal, professional or NZCF interests may conflict with our position, obligations or responsibilities as a member of the NZCF. Sometimes the appearance or perception of such a conflict of interest can be just as damaging as an actual conflict.

We must not act in a way that uses our influence, role, rank or position to personal advantage or to the advantage of others we are associated with. It includes never entering into a sexual or intimate relationship with someone we have met in the NZCF environment if an imbalance of power exists, or if that person is vulnerable.

Instead, we raise potential conflicts of interest with our command chain. By being open and honest as soon as we see a potential conflict of interest, we can be supported to ensure it doesn't become a problem.

## OUR DUTY OF CARE

As a youth focussed organisation we all have a responsibility to lead, train and mentor young persons and have a duty of care to take reasonable steps to protect and safeguard Cadets from harm, both physical and emotionally. All cadets can expect a safe environment at all times.

## OUR SAFETY

The safety and wellbeing of Cadets is paramount. Regardless of our role, we all have responsibility for promoting and maintaining a safe NZCF environment. This includes ensuring we are fit and trained to safely perform our roles. We keep ourselves, each other and the organisation safe, by appropriately managing and reporting any safety issues as soon as we are aware of them.

# Resources and Diversity

---

## OUR RESOURCES

We have an obligation to properly manage and use resources appropriately and in a way that ensures our working environment is safe. We take care of the equipment, tools and resources provided to us (including making sure they are fit for use by others) and make sure we use them appropriately, safely and for the designated purpose.



## OUR DIVERSITY

NZCF is strengthened by diversity. Our differences equip us to be more effective in our approach to engaging youth across a wide range of communities. We are committed to having a diverse organisation that is inclusive and respectful of each other's differences.

This means we treat all people respectfully, with empathy and dignity. We do so whether they are members of the NZCF or not, and regardless of the circumstances.

## OUR ACCEPTANCE OF OTHERS

We ensure a healthy work environment that does not tolerate discrimination, harassment, bullying, victimisation or any other unacceptable or offensive behaviour. There is no place in the NZCF for racial or sexual harassment, or discrimination against anyone for any reason including gender, marital status, religious belief, ethical belief, colour, race, ethnicity, nationality, disability, age, political opinion, employment status, family status, or sexual orientation. We are all responsible for ensuring this type of behaviour does not occur.

## OUR HISTORY

The NZCF has a close and unique relationship with the NZDF. We wear a uniform which illustrates this special link and signifies the public's trust and confidence in us. This involves certain traditions and obligations which form the foundation of our service, and which must be adhered to.

When we choose to join the NZCF we choose to be responsible for consistently demonstrating our values, behaving in a manner consistent with this Code, and seeking help when we are unsure. This is required of us all.

# Consequence

---

## **WHAT WILL HAPPEN IF YOU BREACH THE CODE?**

If your behaviour or decisions fall short of the required standard set out in this Code and NZCF orders or policies, the circumstances and actions that have led to the situation will be determined by investigation.

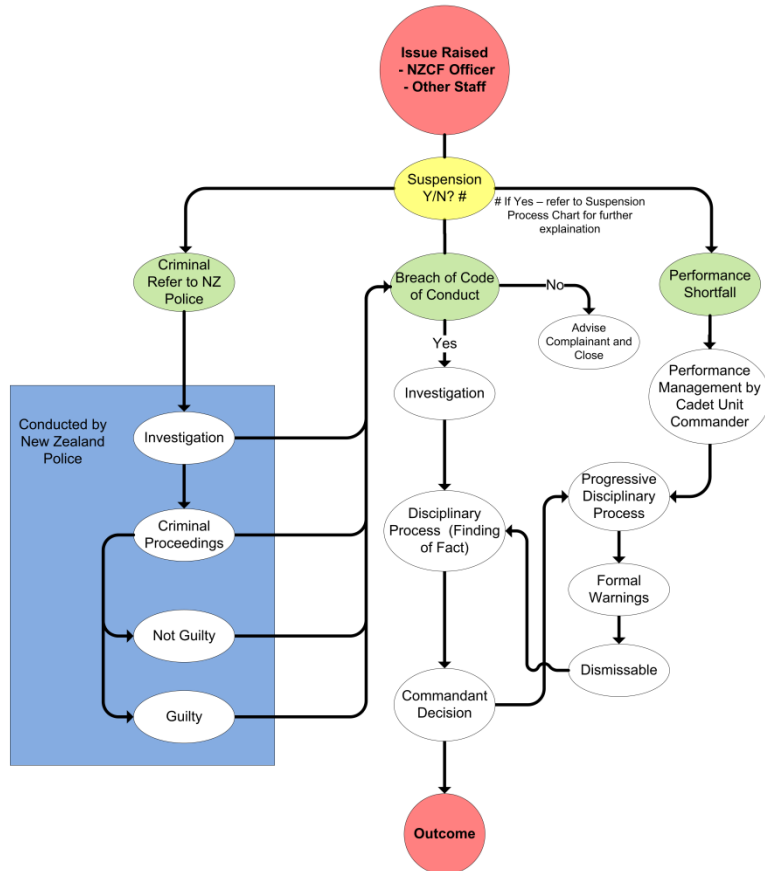
What happens next and any consequences will depend on these circumstances. The NZCF has a disciplinary policy which outlines the process to be followed.

If you are found to have breached our Code of Conduct you may face disciplinary action which could include termination of your association with the NZCF. Final outcomes will depend on the seriousness of the situation.

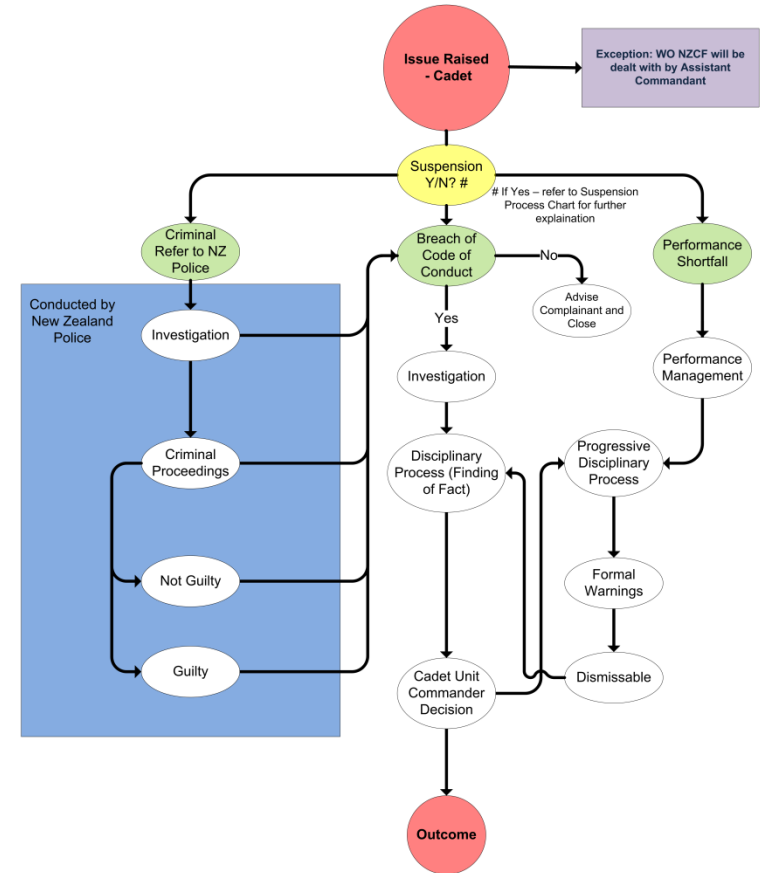
The principles of natural justice and procedural fairness will be applied in dealing with any breaches of the Code.

# Process

## Disciplinary Process – Initial Assessment and Categorisation Officer Level



## Disciplinary Process – Initial Assessment and Categorisation Cadet Level



# Misconduct

---

Depending on the circumstances, misconduct may be considered serious misconduct, and vice versa. Misconduct and serious misconduct can apply to behaviour that has occurred outside of the NZCF environment.

## WHAT IS MISCONDUCT?

This is behaviour or actions that breach this Code of Conduct or other NZCF policies or orders.

While misconduct may not justify dismissal it may result in formal disciplinary action.

- Breaching NZCF policies, orders or procedures
- Using abusive or offensive language
- Misuse of NZCF internet or email systems
- Being absent from NZCF activities or late without proper reason
- Failure to declare a conflict of interest
- Misuse, mistreatment or not taking reasonable care of NZCF or NZDF related property
- Not complying with a lawful and reasonable commands without a good and sufficient reason
- Bringing NZCF or NZDF into disrepute through any actions or behaviour
- Failure to divulge any conviction.
- Minor Theft, unauthorised possession or dishonesty of any kind



# Serious Misconduct

---

Depending on the circumstances, misconduct may be considered serious misconduct, and vice versa. Misconduct and serious misconduct can apply to behaviour that has occurred outside of the NZCF environment.

## WHAT IS SERIOUS MISCONDUCT?

This is behaviour or actions that breach this Code of Conduct or other NZCF policies or orders and seriously undermine or damage the trust and confidence the NZCF has in you, calling into question if the relationship can continue.

It is behaviour or actions that may justify dismissal.

- Being convicted of or pleading guilty to an offence of any type
- Corruption – accepting a bribe, inducement or reward
- Sexual misconduct of any nature including adolescent grooming
- Unauthorised access to, or disclosure of any matter or information related to NZCF or NZDF business
- Repeated misconduct (including breach of a warning)
- Knowingly making a false declaration or statement (including incorrectly recording data)
- Bullying or harassment
- Supply and consumption of alcohol or illegal substances
- Any violent behaviour
- Serious Dishonesty

# How Misconduct is determined

The individual circumstances of each situation will determine how the misconduct is treated. These examples are intended as guidance only. They are not an exhaustive list of breaches of the Code of Conduct. Please use the **SELF** test to guide your decision making, or if you need further clarity talk to your Cadet Unit Commander or Area Support Officer before you take a course of action you think may fall outside the guidance outlined in this Code.

If you would like to talk about the code of conduct please contact your Area Coordinator.

